



SUPERIOR COURT
OF CALIFORNIA

COUNTY OF
LOS ANGELES

Student Internship Program

ABOUT THE PROGRAM

The Los Angeles Superior Court is said to be the largest and most diverse trial court in the world. Over the last decade, dramatic shifts in the ethnic and immigrant composition of Los Angeles County have presented distinct challenges to the justice system's ability to provide access to justice for all. Moreover, public trust and confidence in the court has been increasingly measured by its ability to effectively meet the needs of a diverse community. In a system this size, the Los Angeles Superior Court is determined to build strong relations with the diverse constituencies we serve.

The Community Relations Office is responsible for administering the Los Angeles Superior Court's various initiatives aimed at improving relations between our county's justice system and the community. Because of the instrumental role judges have in community relations, the office and consequently, student interns, work closely with judges.

The Community Relations Office develops and implements outreach programs that include partnerships with the following groups: clergy, teachers, youth, international delegations, government officials, elected officials, bar associations, community & social service agencies, universities, arts organizations, and ethnic & minority advocacy groups. The purpose of our outreach efforts is to improve the public's trust and confidence in the courts, while encouraging partnerships between the courts and the community that will result in the increase of access to justice for a highly diverse community.

The Community Relations Office is the main "clearinghouse" for community outreach innovation, program design, implementation, evaluation, and resource development. Community relations priorities and activities are determined by the Community Relations Office in conjunction with the Presiding Judge, the Executive Office, and the Community Outreach Committee, comprised of various judicial leaders in the Los Angeles Superior Court.

Since 2001, several of the Court's community outreach programs have received awards for their accomplishments in the administration of justice including the LA County Quality & Productivity Award for "Power Lunch," the Ralph N. Kleps Award for Improvement in Administration of the Courts for the "Teacher Courthouse Seminar Program"; the Los Angeles County Multi-cultural Conference Diversity Award for the "Consular Corps Conference"; the California State Association of Counties Challenge Award for "Courtroom to Classroom"; and the National Association of Counties' Achievement Award for the "Van Nuys Community Court Program."

LA Superior Court's Internship Positions are Unpaid

According to the U.S. Department of Labor's standards listed below, those who qualify as trainees/interns do not have to receive pay if all six criteria are met.

1. Interns cannot displace regular employees.
2. Interns are not guaranteed a job at the end of the internship (though you may decide to hire them at the conclusion of the experience).
3. If the employer and the interns understand that the interns are not entitled to wages during the internship period.
4. Interns must receive training from your company, even if it somewhat impedes the work of your organization.
5. Interns must get hands-on experience with equipment and processes used in your at the Los Angeles Superior Court.
6. Interns' training must primarily benefit them, not the LA Superior Court.

Why Provide Internships?

Internships allow students the opportunity to apply their knowledge and skills in a professional setting while still in school. Internships offer carefully planned and monitored work experience with the goal focused on delivering the highest level of job exposure.

Benefits to Department

- Immediate assistance to support projects
- Students will provide new ideas and viewpoints
- Salary Savings = No cost to department
- Effective public relations ambassadors for department; Recruitment and Workforce Planning
- Students energize a workplace with their enthusiasm and desire to learn

Benefits to Students

- Career related experience
- Gains practical knowledge
- Opportunity to explore career avenues
- Valuable work experience for their resumes
- Potential to earn academic credit
- Increased self-confidence
- Enhances conventional classroom learning methods
- Letter of recommendation from departments supervisor
- Obtain references from co-workers

Departments, Divisions, and District Offices

Student opportunities may exist throughout the state. All departments, divisions, and district offices will work with the Internship coordinator to request a student intern. All offices must provide a duty statement for the internship. District offices must also provide a local contact. The coordinator will inform offices of student interest. District offices will contact students directly if they want to interview them.

INTERNS

Internships allow students the opportunity to apply their knowledge and skills in a professional setting while still in school. Internships offer carefully planned and monitored work experience with the goal being to gain additional knowledge from on the job exposure. Internships may also be part of an educational program in which students can earn academic credits from their college. Internships may be arranged independently from the curriculum in which students would gain work experience only.

How to Begin

Interns should:

- Participate an interview
- Submit to a background fingerprint security clearance (LiveScan)
- Attend Orientation

Responsibilities

Interns should:

Adhere to agency policies, procedures, and rules governing professional behavior.

Be punctual, and work the required number of hours at times agreed to by the intern and their supervisor. Notify their supervisor if they are unable to attend as planned.

Behave and dress appropriately to the particular workplace. Respect the confidentiality of the workplace, its litigants and its employees. If things are slow, take the initiative and volunteer for different tasks or other work. Discuss any problems with their supervisor and, if necessary, with the Internship coordinator at the department.

DRESS CODE

Since our interns will be meeting many different court professionals of all backgrounds the Community Relations Department adheres to a very strict professional dress code.

Therefore, we ask our interns to use discretion on the attire that they select to wear and understand that our work often requires meeting with members of the bench, elected officials, and attorneys.

The Structure of the Program

In order to make sure the intern is receiving a structured experience and quality self-development opportunities the program will be structured to make sure the intern obtain exposure to the following work-related job duties. Some of the phases of the program are not all applicable to every single applicant because interns bring different background to the position and may be stronger than others in different areas.

Phase 1: Intern will assist Community Relations Administrator with administrative duties; exposure to some level ranging from Excel spreadsheets and the use of PowerPoint to develop the administrative skills necessary to be proficient in the office. In this phase we will also assist the intern in developing organizational skills, email **edicate**, and office management experience which are all very vital to those interns seeking to pursue a career in law. The intern will also be assigned to social media projects. Social media will be an ongoing responsibility of the intern throughout the internship.

Phase 2: Once the intern has spent some time acquiring some office skills it is highly likely that the intern will have developed a true understanding of what the office provides internally and externally. Therefore, in Phase 2; the intern will be given assignments that will include presenting at public meetings and shadowing the supervisor of the program. In this phase the intern will achieve two-goals; he/she will develop public speaking exposure and second, shadowing the supervisor will expose the intern to leaders of the court which will provide the intern with new role-models and contacts that will carry them through their careers.

Phase 3: Based on each intern's professional background they could be asked to write policies for the department or do some analytical work.

Final Phase: Intern will participate in exit interview and will also submit a final report about his/her experience.

Internship Completion

At the end of the internship:

- The intern supervisor will provide the student with a letter of recommendation or letter of confirmation. Title of the letter will be determined at exit.
- An exit interview will be conducted to collect feedback on the experience of the intern.

If Interested Please Contact:

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